

IQAC
Annual Quality Assurance Report

For submission to
National Assessment and Accreditation Council
Bangalore



2015-16



SIKH NATIONAL COLLEGE

CHARAN KANWAL, BANGA (SBS NAGAR), PUNJAB

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Sikh National College, Banga

The Annual Quality Assurance Report (AQAR) of the IQAC For session 2015-16

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

Sikh National College, Banga

1.2 Address Line 1

CharanKanwal

Address Line 2

-

City/Town

Banga

State

Punjab

Pin Code

144 505

Institution e-mail address

snc_banga_nsr@yahoo.co.in

Contact Nos.

01823 260031

Name of the Head of the Institution:

Dr. Kulwant Singh Randhawa

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.20 (Institutional Score)	May 2004	5 yrs
2	2 nd Cycle	B	2.69	May 2014	5 yrs
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

05/11/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

N/A

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

Guru Nanak Dev University, Amritsar

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-		-
UGC-Innovative PG programmes	-	Any other (<i>Specify</i>)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	10
2.4 No. of Management representatives	03
2.5 No. of Alumni	03
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	32
2.10 No. of IQAC meetings held	01

2.11 No. of meetings with various stakeholders No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Level Total Nos. International National State Institution

(ii) Themes

- Contemporary Literature and Languages
- Career Awareness

2.14 Significant Activities and contributions made by IQAC

- Publication of 2nd edition of periodic Research Journal of the college 'Charan Kanwal – A Journal of Advance Studies'
- Designing and implementing the Academic Calendar for the session.
- Refining the internal examination system and providing appropriate flexibility to it to accommodate the change from annual to semester system in University examination.
- Improving the student support services.
- Commencing various cultural activities in the college campus and preparing students for higher level competitions.
- A National Level Seminar in the field of English Literature was organized to benefit teachers, and students of especially PG Courses.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. To enrich Library & Laboratories.	Books, Magazines, Journals and equipment worth Rs. was purchased
2. . Justified delivery of curriculum by teaching faculty and	Improvement of results in university examinations.
3. Extending support facility to students	A new bus for girl students inducted into the fleet. Dispensary Facility improved with enhanced time of availability of doctor. RO supplies refreshed with installation of new filters etc.
4. Inculcating among the students, the habits of self study and research	Separate Reading Room with a capacity of 100 students built in the library building
5. Encouraging teachers as well as students for research.	Teachers are being paid the expenses of attending seminars etc. The 2 nd edition of periodic research journal 'Charan Kanwal – A Journal for Advance Studies' was brought out in December 2015.
5 Organising Seminars, Workshops etc.	A national level seminar on English Literature was organised
6. Provide proper thrust to co-curricular activities by students	The college Bhangra Team bagged 2 nd position in interzonal Youth Festival Distinguished Attainments in Rangoli and Gatka Competitions.
7. Inculcating Sports spirit in the youth of the ares	A 2-day Annual Athletic Meet organised on 26 th & 27 th February, 2016

	The college bagged various positions at university level especially in the fields of Football, Weightlifting, Powerlifting and Cross country.
8. Extending support to poverty ridden students	<p>Book Bank facility provides books to meritorious and needful students the books for a complete year.</p> <p>Helped the students to eke Scholarships worth Rs. 1,16,19,830/- from state and centre Govt.</p> <p>Fee concession worth Rs. 8,71,479/- granted to the financially deprived students by the college</p> <p>Fee concession worth Rs. 10,90,065/- granted to the sportspersons.</p>
Beautification of Campus	New saplings were planted and nurtured.

** The Academic Calendar of the year is attached as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

Special emphasis was laid on improvement of results, interest of faculty in research and extension of laboratory facilities.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	8	-	8	-
UG	7	-	2	-
PG Diploma	4	-	4	-
Advanced Diploma	-	-	-	-
Diploma	1	-	1	-
Certificate	-	-	-	-
Others	-	An additional optional subject (Home Science) was introduced at UG Level	-	-
Total	20		15	-
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

Elective subjects are being offered to students in BA

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	0
Annual	0

1.3 Feedback from stakeholders*Alumni Parents Employer Students
(On all aspects)

Mode of feedback :Online Manual Co-operating schools (for PEI)

***Please provide an analysis of the feedback in the Annexure**

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The affiliating university has academic bodies like Board of Studies/Faculty and many of the teachers of the college are its members. It convenes meetings at frequent basis where syllabi are reviewed.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

A new subject viz Home Science was introduced from the current session. The requisite labs and kitchen has been setup.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	15	7	1	-

2.2 No. of permanent faculty with Ph.D.

09

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
03	15		-		-		-	03	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

31

67

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	6	-
Presented	2	12	-
Resource Persons	1	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Extra remedial classes for weaker students
- Use of ICT in teaching
- Encouraging teachers to attend refresher Courses and workshops etc. so that students may get benefitted.

2.7 Total No. of actual teaching days during this academic year

185, Academic Calendar Annexed

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Photocopy of Univ. Exams is now made available to them on request

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2	7	-
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2.10 Average percentage of attendance of students

According to the Affiliating University Norms, minimum 75% attendance is mandatory for every student to become eligible for appearing in examination

2.11 Course/Programme wise distribution of pass percentage :

May 2015

Class	Appeared	College Pass%	University Pass %	Merit Position	1st Division
B.Com (P) 2 nd Sem.	113	98.23%	55.82%	1	23
B.Com (P) 4 th Sem.	70	100.00%	78.96%	1	39
B.Com (P) 6 th Sem.	52	94.23%	78.40%	...	31
B.Com (R) 2 nd Sem.	57	94.74%	54.36%	...	3
B.Com (R) 4 th Sem.	43	100.00%	78.90%	...	16
B.Com (R) 6 th Sem.	58	84.43%	55.39%	1	11
B.B.A. 2 nd Sem.	43	86.00%	50.28%	...	6
B.B.A. 4 th Sem.	37	100.00%	69.71%	...	25
B.B.A. 6 th Sem.	18	83.00%	74.77%	...	5
M.COM 2nd sem	40	95.00%	91.14%	...	19
M.COM 4th sem	48	87.50%	88.79%	...	39
PGDFS 2ND sem	16	68.75%	66.67%	...	3

B.C.A 2nd sem	56	85.71%	41.10%	...	5
B.C.A 4th sem	53	96.22%	67.66%	...	10
B.C.A 6th sem	82	76.83%	65.40%	1	21
D.C.A 2nd sem	15	86.67%	51.62%	...	4
PGDCA 2nd sem	11	90.90%	62.34%	2	6
M.SC(CS) 2nd sem	25	96.00%	81.55%	...	4
M.SC(CS) 4th sem	20	100.00%	86.63%	...	15
M.SC(FD) 2nd sem	2	100.00%	88.57%	...	1
M.SC(FD) 4th sem	3	100.00%	93.79%	3	3
B.SC 2nd sem	110	87.27%	...	3	45
B.SC 4th sem	117	97.44%	63.11%	1	36
B.SC 6thsem	86	84.88%	77.48%	...	35
M.SC(Maths)2nd sem	24	91.67%	67.50%	...	8
M.SC(Maths)4 th sem	23	78.26%	51.39%	...	8
B.A 2nd sem	205	69.76%	...	1	12
B.A 4th sem	91	97.80%	...	nil	7
B.A 6th sem	118	77.97%	63.49%	...	4
M.A(Eco) 2nd sem	17	94.11%	63.10%	...	6
M.A(Eco) 4th sem	8	100.00%	54.55%	1	7
M.A(Eng) 2nd sem	23	95.65%	69.15%	2	2
M.A(Eng) 4th sem	23	60.87%	47.06%	1	2
M.A(Pbi) 2nd sem	11	90.90%	59.97%	...	2
M.A(Pbi) 4th sem	11	81.82%	60.31%	...	3
M.A(His) 2nd sem	7	85.71%	80.00%	2	...

Class	Appeared	College Pass%	University Pass %	1st Division
B.Com (P) 3rd Sem.	107	98.13%	45.18%	15
B.Com (P) 5th Sem.	70	100.00%	85.00%	20
B.Com (R) 1stSem.	189	92.59%	69.27%	39
B.Com (R) 3rd Sem.	39	87.18%	60.05%	1
B.Com (R) 5thSem.	47	97.87%	69.87%	3
B.B.A. 1st Sem.	58	89.66%	...	5
B.B.A. 3rd Sem.	35	94.29%	63.34%	18
B.B.A. 5th Sem.	37	100.00%	76.89%	4
M.COM 1st sem	54	94.44%	...	20
M.COM 3rd sem	36	97.22%	...	21
PGDFS 1st sem	14	78.57%	...	4
B.C.A 1st sem	61	93.44%	...	nil
B.C.A 3rd sem	50	100.00%	...	2
B.C.A 5th sem	50	100.00%	65.20%	10
D.C.A 1st sem	48	87.05%	...	11
PGDCA 1st sem	20	95.00%	69.57%	8
M.SC(CS) 1st sem	12	100.00%	...	1

M.SC(CS) 3rd sem	23	100.00%	...	12
PG DIP.(G.C & FD) 1ST SEM	2	100.00%	...	2
M.SC(FD) 1st sem	5	60.00%	...	3
M.SC(FD) 3rd sem	3	100.00%	...	3
B.SC 1st sem	145	95.17%	39.59%	27
B.SC 3rd sem	93	100.00%	49.72%	24
B.SC 5th sem	178	97.19%	73.29%	33
M.SC(Maths)1st sem	33	100.00%	41.26%	9
M.SC(Maths)3rd sem	22	100.00%	...	3
B.A 1st sem	237	92.72%	32.69%	3
B.A 3rd sem	126	92.86%	56.74%	13
B.A 5th sem	93	98.92%	58.13%	2
M.A(Eco) 1st sem	29	100.00%	62.49%	9
M.A(Eco) 3rd sem	16	100.00%	90.09%	4
M.A(Eng) 1st sem	29	100.00%	...	0
M.A(Eng) 3rd sem	25	92.00%	64.40%	1
M.A(Pbi) 1st sem	4	75.00%	64.90%	0
M.A(Pbi) 3rd sem	10	100.00%	84.88%	0
M.A(His) 1st sem	10	100.00%	...	4
M.A(His) 3rd sem	5	100.00%	93.63%	4

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Enforcement of Academic Calendar
- Improvisation of House Examination effectively
- Daily Timetable enforced effectively.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3

Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	9
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	7	4	18
Technical Staff	8	2	1	2

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The college always encourages its faculty members for research activities. Teachers are being paid the expenses of attending conferences, seminars, workshops etc.
- The college publishes its research Journal every year to get the research efforts of the staff members recognised. This year, the 2nd edition of periodic research journal 'Charan Kanwal – A Journal for Advance Studies' was brought out in December 2015.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	01
Outlay in Rs. Lakhs	-	-	-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	2	-
Non-Peer Review Journals	5	7	4
e-Journals	1	-	-
Conference proceedings	1	-	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other (Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		College			

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
				01		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- The college organised a Blood Donation Camp in collaboration with Civil Hospital, Banga on March 19, 2016. As many as 56 students contributed in the camp with their invaluable donations.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8 Acres	-	-	8 Acres
Class rooms	40	-	-	40
Laboratories	14	02	College Management	
Seminar Halls	02	-	-	02
No. of important equipment purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		2.32	College Management & The UGC	
Others				

4.2 Computerization of administration and library

The college library is fully automised whereas the administrative office is partially computerized.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books (Text/Ref/General)	43,376/-	-	289	95,512/-	43,665	-
e-Books						
Journals	25		-		25	38,280/-
e-Journals						
Digital Database						
CD & Video	255	-	11	-	266	-
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Other
Existing	105	71	34	02	04	11	17	-
Added	-	-	-	-	--	-	-	-
Total	105	71	34	02	04	11	17	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- In addition to three computer labs and two browsing centres, all the departmental offices are provided with computers, printers and projectors(science departments only).
- Computers are installed at every terminal in the Administrative office including Principal's Office.
- A two hour workshop on Effective Powerpoint Presentation Making was commenced in the Department of Computer Science. The faculty members visit the department off and on for any kind of technical support.

4.6 Amount spent on maintenance in lakhs :

i) ICT	₹ 2,81,692/-
ii) Campus Infrastructure and facilities	₹ 31,02,501/-
iii) Equipments	₹ 2,32,175/-
iv) Others	₹ 14,80,000/-
Total :	₹ 50,96,368/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The college provides its students with various support services like Book Bank, several Scholarship schemes and Bus Facility etc. The students are made aware of it mainly by flashing notices at nook and corner of the college campus. These services are also intimated about in prospectus and on the college website.

5.2 Efforts made by the institution for tracking the progression

Academic progress of the students is assessed by house examination and university examination every semester. In addition to it class tests, oral quiz etc. in the classrooms are practiced for instant assessment.

Co-curricular and sports progress is assessed by competitions held at various levels.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
370	1802	-	03

(b) No. of students outside the state

01

(c) No. of international students

-

Men	No	%	Women	No	%
	994	45.70		1181	54.30

Last Year (2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1275	604	-	203	01	2083	1253	692	-	228	02	2175

Demand ratio 1:1

Dropout : 18.39%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Informal guidance and coaching is provided to the students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: Data not available

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college runs its career guidance bureau with regular interactions with the aspiring students. Two career awareness sessions were organized by the department of computer Science on September 9, 2015 and November 23, 2015. In addition to it a seminar titled 'Quest' was organized by the college on November 20, 2015 to quench the queries of younger students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	27

5.8 Details of gender sensitization programmes

Nukkad Nataks played to make people aware against female feticide and girl education

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level-

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		19,61,564/-
Financial support from government	803	1,16,19,830/-
Financial support from other sources		
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

The college campus is about 1.5 km from the bus stand and there is no rickshaw facility in the town. The students especially girls commuting to college through buses had to walk for long distance in the bright summer sun. The college started ferrying students (girls) to and fro free of cost.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision and Mission of the college is stated as below:

Goals and objectives:

- ★ Preparing the students to achieve academic excellence by inculcating amongst them incessant quest for knowledge and creativity.
- ★ Providing to the youth the environment for emotional maturity and open-mindedness to make them adapt to multi-cultural, multi-religious and multi-faceted society.
- ★ Sensitizing the youth towards social evils, inequality and injustice, and kindling their social and moral responsibility to make them upright and law-abiding citizens of India of whom the country could be proud of.
- ★ Unleashing the latent energies of the youth through perpetual training in sports, leading to meaningful activities.
- ★ Grooming and cultivating the overall personality of the students.

Defining these goals and objectives was a well thought-over process. The narration was made by the members of the management of the college. The college is being managed at two hierarchy levels. The local unit, viz. LMC (Local Managing Committee) comprises of the eminent personalities of the region who are well-established and deep-rooted to the regional society. They are well versed with the needs of the local youth. The higher level of the management, viz. SES (Sikh Educational Society) comprises the eminent personalities having academic, intellectual, and administrative wisdom. They sat together with a viewpoint to serve the society to the utmost and defined these objectives.

6.2 Does the Institution has a management Information System

The core management of the college viz, Sikh Educational Society is housed in Chandigarh and runs as many as five colleges. It oversees some of the financial and management matters through online MIS named 'SES Marshal'

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculum design is restricted to the affiliating university. But it holds frequent meetings (annually) of the members of faculty, Board of Studies, and Academic Council to which many of the teachers from this college are members and they make representation and recommendations.

6.3.2 Teaching and Learning

- The syllabi finalised by the affiliating university are divided into units and planned to be delivered to the students at departmental level.
- The timetable is prepared following directions of the governing bodies like UGC, DPI and the affiliating university and is implemented in Toto.
- Students' feedback is obtained through formal feedback forms, suggestion box, website and informal chat. The feedback is appropriately regarded.

6.3.3 Examination and Evaluation

- All the courses are concluded by the university examinations semester-wise.
- For mid-semester assessment the college conducts MST (House Examination) every semester. The results of which are counted as eligibility for the final examination. These results are also communicated to the parents through post.
- Classroom tests are also given to the students for instant assessment.

6.3.4 Research and Development

At the moment the institute has no provisions for formal research by the students as the affiliating university does not allow the college teachers be guide for that. But the college encourages its faculty for the research. A special committee for Research and extension activities is formed to look after the participation in such activities. With the same motif, the college has started publishing its own research journal.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The main library of the college has a vast and rich collection of books, journals, magazines, periodical and other reading materials. The worth of total collection at the end of session was /- . This collection is expanded generously every year and as and when required basis.
- The college has three computer labs with ultramodern equipment and hi-speed internet connectivity.
- In addition to it a 5-terminal set-up of computers is made available to the students in the library.
- The NRC (Network Resource Centre) of the college also provides computing facilities.
- Separate computers with internet, printing facilities and projectors are installed in all the department offices.
- The college has --- very well-equipped science, language and dress designing and home science laboratories

6.3.6 Human Resource Management

The college recruits teaching and non-teaching staff strictly as per the UGC and state Govt. if the demand of recruitment is not approved by the state Govt. the post is filled on the management funded quota so that the functioning may not suffer.

6.3.7 Faculty and Staff recruitment

The college is very ambitious and generous while recruiting teaching and non-teaching staff. The recruitments are made strictly according to the rules and regulations by the governing bodies- the UGC, the state Govt. And the affiliating university (Guru Nanak Dev University). There are four modes according to which the staff is recruited at present:

- Posts funded by the state Govt. on regular basis. 14 posts are filled in this category.
- Post funded by the state Govt. on contractual basis. 3 posts are filled in this category.
- Posts funded by the college management on regular basis. 9 posts are filled in this category.
- Posts funded by the college management on contractual, part time or ad-hoc basis. 64 posts are filled in this category.

6.3.8 Industry Interaction / Collaboration

At present the college has an informal collaboration with Golden Advance Technology which provides the students of the department of Computer Science a chance for jobs.

6.3.9 Admission of Students

- In the courses such as BA and BSc in which seats are unlimited, admission is granted to all the applicants and the requisite staff and infrastructure is extended if required.
- In the other courses where there is a limit on number of seats, admission is made on first come first served basis primarily

6.4 Welfare schemes for

Teaching	Leave policies higher education leave, maternity leave and medical leave etc. are followed as per the norms CPF, Leave encashment, Gratuity, TA/DA reimbursement, Loan against Provident Fund
Non teaching	Wheat loan is provided to the class IV employees GIS for the non-teaching staff CPF, Leave encashment, Gratuity, TA/DA reimbursement, Loan against Provident Fund
Students	Career Counselling Scholarships Accidental cover (partially)

6.5 Total corpus fund generated

₹ 9,87,13,572/-

This includes income from all sources

6.6 Whether annual financial audit has been done

Yes

No

The financial matters are audited at external level (by the Audit General, Punjab)
As well as internal level (by the Chartered Accountant appointed by the college)

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Guru Nanak Dev University, Amritsar	Yes	Sikh Educational Society, Chandigarh
Administrative	Yes	Guru Nanak Dev University, Amritsar	Yes	Sikh Educational Society, Chandigarh

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

It takes more time because of large no. Of students

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

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6.11 Activities and support from the Alumni Association

The college has formed its Alumni Association which organizes a meet every year. The alumni has a linkage through the college website. Invaluable suggestions come out in the every meet which prove to be very useful.

6.12 Activities and support from the Parent – Teacher Association

Most of the parents are also members of Alumni Association and they interact during that meeting or on the college web site.

6.13 Development programmes for support staff

A short term basic computer training was held for the clerical staff by the department of Computer Science

6.14 Initiatives taken by the institution to make the campus eco-friendly

- The college can boast of a lush green campus with three gardeners employed for guarding the greenery. New saplings of shady trees were planted this year around the football ground and parking area.
- Rain water harvesting was made more effective this year.
- The purchase of electrical gadgets is done BEE Star ratings and EEE standards. e.g the CRT monitors are being replaced by LED/LCD ones by parts.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The Academic staff council of the college, which is headed by the Principal strives to achieve academic excellence. Besides this, Sikh Education Society, which is at the helm of the affairs there is local management committee also to ensure quality in the academic and administrative systems.
- Members of the Sikh Educational Society, Chandigarh discuss and review academic and non-academic matters related to the institutions. The college staff is represented by two teachers who are elected by the staff members themselves. Members of the college staff council conduct various academic activities, utilize development funds and help in maintaining discipline in the college. It is the college staff council which takes appropriate decision from time to time to raise the academic standards of the institution.
- Students of the college actively take part in the curricular and extra-curricular activities. They make ample use of the facilities which are available in the library or their respective departments. The feedback provided by the students through their tutors in the tutorial group meetings help considerably towards ensuring quality of education.
- Faculty members are encouraged to take part in seminars, conferences and workshops to get acquainted with the latest developments in their respective fields, faculty members who undergo training get opportunities to share their experiences in the department staff meetings.
- The co-curricular activities organized by the N.C.C, N.S.S and the various societies give special emphasis on personality development of students. Various extension lectures of eminent personalities are arranged by various departments of the college from time to time.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Plan of Action	Action Taken
1. To enrich Library & Laboratories.	Books, Magazines, Journals and equipment worth Rs. ---- was purchased
2. . Justified delivery of curriculum by teaching faculty and	Improvement of results in university examinations.
3. Extending support facility to students	A new bus for girl students inducted into the fleet. Dispensary Facility improved with enhanced time of availability of doctor. RO supplies refreshed with installation of new filters etc.
4. Inculcating among the students, the habits of self study and research	Separate Reading Room with a capacity of 100 students built in the library building
5. Encouraging teachers as well as students for research.	Teachers are being paid the expenses of attending seminars etc. The 2 nd edition of periodic research journal 'Charan Kanwal – A Journal for Advance Studies' was brought out in December 2015.
5 Organising Seminars, Workshops etc.	A national level seminar on 'Shakespeare and contemporary Literature' was organised
6. Provide proper thrust to co-curricular activities by students	The college Bhangra Team bagged 2 nd position in interzonal Youth Festival Distinguished Attainments in Rangoli and Gatka Competitions.
7. Inculcating Sports spirit in the youth of the ares	A 2-day Annual Athletic Meet organised on 26 th & 27 th February, 2016 The college bagged various positions at university level especially in the fields of Football, Weightlifting, Powerlifting and Cross country.
8. Extending support to poverty ridden students	Book Bank facility provides books to meritorious and needful students the books for a complete year. Helped the students to eke Scholarships worth Rs.

	1,16,19,830/- from state and centre Govt. Fee concession worth Rs. 8,71,479/- granted to the financially deprived students by the college Fee concession worth Rs. 10,90,065/- granted to the sportspersons.
Beautification of Campus	New saplings were planted and nurtured.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

<p>Best Practice # 1</p> <p>Title of Practice : Inculcating Moral and spiritual Values</p> <p>Goal : Make students value the social and religious teachings</p> <p>The context: The college being a premier secular institute focusing the large density of the sikh population in the area has a social responsibility to uplift the moral and ethical standard of the youth of the vicinity.</p> <p>The Practice : The college has a long term ritual of starting and concluding the session with the <i>akhand path</i> or <i>sahaj path</i> of the holy book Sri Guru Granth Sahib (as a whole or excerpts). This is done in order to seek the blessings of the Almighty.</p> <p>The students get inspired from the teachings of the great gurus and preachers and learn to value their rich heritage. The occasion is also marked with gaiety and uniformity in the form of '<i>Langar</i>'.</p> <p>Best Practice # 2</p> <p>Title of Practice : Sensitizing Youth towards Social Responsibilities</p> <p>Goal : Make students value the social responsibilities</p> <p>The Practice : A Blood Donation Camp was organized in the college by the volunteers of the local unit of NSS. As many as 56 students donated blood in the camp.</p>

7.4 Contribution to environmental awareness / protection

Environmental Studies is taught as a mandatory subject to all the students in UG Courses in the college.
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7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Strength:

- Able and dynamic leadership in the form of Managing Committee and its local counterpart.
- Conglomeration of experienced and youthful staff.
- Compact and reachable campus
- Trust of locales as a premier instate since 1953
- Multi faculty and diversified courses at offering
-

Weakness:

- Constraints by state Govt. in recruitment of teachers.
- Financial constraints being serving an area with very high density of financially and socially downtrodden people who are hardly able to pay for the higher education of their wards.
- Delay in disbursement of grants by the UGC and the Govt.

Opportunities:

- Starting new courses in science at PG Level
- Upgrade its accreditation to A Grade and henceforth attaining status of College with Potential of Excellence

Threats:

- Long pending recruitment of Govt. funded posts of teaching and non-teaching posts eventually putting extra financial burden on the institute in the form of more and more management paid recruitments.
- Alarming Drop-out rate because of the tendency of youth towards immigration to American and European countries for greener pastures.
- Unfortunate diversion of youth of the region towards the evil of drugs

8.Plans of institution for next year

- Organising Seminars by the department of Commerce and Economics, History, Punjabi.
- Introducing more PG Courses in Science
- Better internet accessibility and campus to be made wi-fi enabled
- Improving the functioning of IQAC
- Repair of old buildings
- Beautification of campus.

Name **Aabid Vaqar**

Name **Dr. Kulwant Singh Randhawa**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC